B. Lib. I. Sc. (Semester Pattern)
Revised Syllabus

Semester I

Paper No.	Title of the Paper	Marks
BL 101	Foundations of Library and Information Science	100
BL 102	Management of Libraries and Information centers/ Institutions	100
BL 103	Knowledge Organisation: Theory	100
BL 104	Document Description: Theory	100
BL 105	Information Technology: Theory	50
BL 106	Information Technology: Practice	50

Total marks 500

Semester II

Paper No.	Title of the Paper	Marks
BL 201	Reference sources and services	100
BL 202	Information Science	100
BL 203	Knowledge Organization: Practice	100
BL 204	Document Description: Practice	100
BL 205	Information Sources: Oral	50
BL 206	Term-work	50

Total marks 500

Paper BL 101: Foundations of library and Information science

Aim of this paper is to familiarize the students with the philosophy of Librarianship, Laws of Library Science and its implications.

The Objectives are:
1. **To make them aware about the types of libraries and various Library Associations.**
2. **To introduce the students to various library Acts.**

Unit 1   Development of libraries
- Development of libraries with special reference to India
- The role of RRRLF and UNESCO in the development of libraries

Unit 2   Philosophy of Librarianship
- Sociological foundation of Libraries
- Library as an agency of mass communication
- Culture & Libraries
- Reading habits

Unit 3   Five laws of library science and its implications
- Public Relations, Extension Activities and outreach programmes

Unit 4   Types of Libraries

Unit 5   Library legislation -
- General: Need and purpose
- Principle library legislation in India with special reference to Maharashtra State Public Libraries Act 1967
- Press and Registration Act and Delivery of Books (Public libraries) Act
- Copyright Act

Unit 6   Resource sharing and Consortia
- Concept
- Need
- Forms

Unit 7   Professional associations
- National and international library associations: Objectives, programmes and publications (ILA, IASLIC, ALA, LA, ASLIB, Unesco, RRRLF)

Paper BL 102: Management of libraries and information centers / Institutions

The intention of this paper is to prepare students to carry out library house keeping operations.

The specific objectives are :
1. **To train students in selecting and acquiring of documents.**
2. **To teach the practices of accessioning, circulation and maintenance of documents.**

Unit 1   Management
- Concept, definition, scope, principles, functions and their application to libraries and information centers
- HRM- Concept
- Financial management – Budget: Definition, need, types

Unit 2   Document selection
- Principles, practices, tools

Unit 3   Acquisition and processing books and non-print materials
- GOC

Unit 4   Serials control –acquisition, recording, circulation, organization

Unit 5   Circulation - Work & Methods

Unit 6   Collection maintenance
- Binding
- Stock verification – purpose, policies, procedures rules & regulations
- Preservation

Unit 7   Library Rules and regulation

Unit 8   Library committee – need, types, functions

Unit 9   Reporting
Annual report – compilation, contents
Library statistics

Paper BL 103   Knowledge organisation – Theory

The purpose of this paper is to provide information about knowledge organization.

The objectives are:
1. **To introduce various concepts, theories and principles in classification.**
2. **To provide knowledge about standard schemes of classification**

Unit 1   Classification
- Definition, need, inductive and deductive processes

Unit 2   Library classification
- Meaning, need, functions
- Knowledge classification Vs book classification
- Special features of book classification
- Call number and its structure

Unit 3   Universe of knowledge
- Structure and attribute
- Modes of formation of subjects
- Different types of subjects
- Knowledge organization- concept
- Universe of knowledge as mapped in different types of classification schemes – CC, DDC and UDC

Unit 4   Normative principles of classification and their application
- Brief introduction to canons (canons of characteristics and notation)
- Principles of Richardson, Sayers, Browne, Bliss, Hulme, and Ranganathan
- Facets, isolates, foci sharpening devices, rounds and levels, phase relations, systems and specials
- Fundamental categories, principles of facet sequence, principles of helpful sequence
- Postulational approach

Unit 5   Species of library classification

Unit 6   Standard schemes of classification and their features
- CC, DDC, UDC

Unit 7   Trends in library classification
- Relation between classification and indexing
- CRG, FID-CR, ISKO

Paper BL 104   Document Description: Theory

This paper aims to familiarize the students with the concepts of document description.

The objectives are :
1. **To introduce various concepts, theories and principles in cataloguing.**
2. **To provide knowledge about various standards in document description and bibliographic exchange.**

Unit 1   Reading a book technically

Unit 2   Library catalogue
-    Definition, objectives, functions
-    Catalogue and bibliography

Unit 3   Types of library catalogue
-    Classified, dictionary, alphabetico classed

Unit 4   Physical forms of library catalogue
-    Book, card, OPAC

Unit 5   Entries and their functions, filing

Unit 6   Normative principles
- Brief introduction to canons

Unit 7   Principles and practices of document description
-    Choice and rendering of heading, names of persons – Indic names, corporate authors, pseudonyms, anonymous works, Uniform titles

Unit 8   Standardization in description and bibliographic exchange
-    Standard codes of cataloguing - history and development
-    ISBD, ISO 2709
-    MARC 21, CCF
-    Metadata – introduction

Unit 9   Subject cataloguing
-    meaning, purpose,
-    Principles of subject cataloguing
-    Subject heading lists and their features

Unit 10   Cooperative and centralized cataloguing, Union catalogue

Paper BL 105. Information Technology : Theory

The purpose of this paper is to provide knowledge about the information technology and its applicability in library & Information centers

The Objectives are:
1. **To Introduce the students computer and its components**
2. **To familiarize the students with library networks and computer applications in libraries.**

Unit 1   Information technology
                   - Concept, components and its application in libraries and information centers

Unit 2   Computer
                   - units their functions
                   - history and generations
                   - types of computer

Unit 3   Software
                   - Operating systems – windows, linux –basic features
                   - Application softwares – MS Office – basic features

Unit 4   Library networks
                   - concept
                   - types and examples
                   - Intranet, Internet –concept and its use in libraries
                   -
Unit 5   Computer applications in libraries and information centers
                   - need, advantages
                   - areas of computer application in libraries

Paper BL 106: Information Technology – Practice (50 marks)

The paper aims to familiarize the students with hardware and software
The objective is :
   1. **To give hands on experience in using computer and building a database using MS Access and use of MS-Word.**

1) MS Access	20 marks
2) MS Word	10 marks
3)Oral	10 marks
4) Information Technology applications practical	10 marks (Internal)

Semester II

Paper BL 201: Reference sources and services

This paper aims to provide in-depth knowledge to students about various reference sources

The objectives are:
1. **To familiarize students with various reference sources, types, contents and their use.**
2. **To introduce the nature and purpose of reference and other services.**

Unit 1   Reference service
- Definition, need, functions, types, and theories
- Qualities of reference librarian
- Referral service

Unit 2   Reference service in different types of libraries
- Public, academic and special

Unit 3   Reference sources – traditional and electronic
- Meaning, Difference between general and reference source
- Types – contents, arrangement, uses, examples

Unit 4   Reference interview and search technique

Unit 5   Reference questions
- Types and sources

Unit 6   Evaluation of (traditional and electronic) reference sources
- Need, criteria

Unit 8   Bibliography
- Definition and purpose and role in Bibliographic Control
- Types with examples

Unit 9   User education
- Meaning, objectives, methods

Paper BL 202   Information Science

This paper aims to introduce various concepts and practices in Information Science

The objectives are:
1. **To familiarize the students with various Information Sources.**
2. **To provide knowledge about various indexing systems and services.**
3. **To introduce National and International Information Systems and Centers.**

Unit 1   Documentation and information science
- History, definition need, scope

Unit 2   Information
- Information transfer chain
- Channels and barriers

Unit 3   Information needs
- Approaches to information
- Methods for assessment

Unit 4   Information sources
- Documentary sources
- Print and non-print sources including electronic
- Nature, characteristics, utility and evaluation of different types of information source
- Human and institutional – nature, types, characteristics and utility
- Categories – primary, secondary and tertiary
- Internet as source of information

Unit 5   Information storage and retrieval
- Concept, history, Methods

Unit 6   Indexing (Pre & Post Co-ordinate)
- Meaning, models (Assigned and derived)
- Chain indexing, PRECIS, UNITERM
- Keyword indexing - KWIC, KWAC, KWOK
- Citation indexing and index
- Vocabulary Control & its tools - concept

Unit 7   Information services
- CAS and SDI – need, techniques and evaluation
- Document delivery services
- Translation services, reprographic services Micrographic services
- Abstracting

Unit 8   Information systems and centers
- national, international, commercial – services,

products –
- UNISIST, INIS, AGRIS, DEVSIS
- NISCAIR, DESIDOC, SENDOC, NASSDOC, NCSI
  NIC, BARC, Lexis - Nexis

Paper BL 203 : Knowledge organisation- Practice

The purpose of this paper is to provide practice in document classification

The Objective is:
1. **To impart skills in using DDC and CC classification schemes for classifying various documents**

Dewey Decimal Classification 19th or 21st Edition (80 Marks)
- Structure of set
- Location of enumerated numbers
- Use of 7 tables
- "Add to" instructions

Colon Classification (6th Rev. edition (20 marks)

- Use of PMEST Formula : Main Class Library Science & Literature
- Use of Common isolates in - periodicals, biographies

Paper BL 204: Document Description – Practice

The purpose of this paper is to provide practice in document cataloguing

The Objective is:
1. **To impart skills in cataloguing documents using AACR-2R and CCC**

Cataloguing practicals According to AAACR-2R will carry 80 marks and CCC 20 marks .

AACR-2R: (80 marks)
- Structure of Main entry

- Structure of Added entry
- Personal Author/s
- Editor/s
- Author/s and collaborator/s
- Corporate body
- Examples with different notes
- Serials, Audio-visual materials (Audio-Video disks, Microforms etc)

CCC : (20 Marks)

- Structure of Main entry and Added Entry
- Authors/ Editors
- Periodicals

Paper BL 205 : Information Sources : Oral (50) marks

The main purpose of this paper is to familiarize with various reference sources used in the library

Paper BL 206: Term Work

(1) Knowledge organization practicals : 100 marks
(80 marks for DDC and 20 marks for CC)

(2) Document description practicals : 100 marks
   (AACR 2R 80 marks and CCC 20 marks)
(3) Information Technology Practicals   50 marks

These 50 marks are divided as :

(i) MS Word   10 marks
(ii) MS Access   20 marks
(iii) Oral   10 marks
(iv) Internal assessment* 10 marks

* Internal assessment
Creation and organisation of bibliographic database of minimum
50 documents using MS Access

Information Sources : Oral

Term-work

The division of 50 marks reserved for the Term-Work shall be as
follows:
(i) Tutorials   25 marks
(ii) Project work   25 marks

Details of project work and marks assigned to each item are –
                                                    Marks

1. Management practicals   4
2. Preparing and arranging catalogue cards   3
3. Classification practicals   3
4. Description of reference sources and

maintenance of reference diary	4
5. Compiling bibliography (minimum 100 items)	4
6. Information science project work	4
7. Newspaper clipping project	3

Standard of passing:

1. For passing the B.Lib.I.Sc. examination a candidate shall have to secure:

  (a) minimum 40% marks in each theory paper and
  (b) minimum 50% marks each in practical, viva and term-work

2. Reappearing candidate shall be awarded the actual class
   based on total marks obtained by him.

Completion of Term Work and Project work will be a pre-condition for the grant of term.

<u>Award of Class</u>

1st Class with Distinction … 70% & above
1st Class   … 60% to 69 %
Higher Second class   … 55% to 59 %
Second Class   … 50 % t0 54 %
Pass class   … 40% to 49%

Those of the successful candidates who pass the whole examination in one and same attempt, shall be eligible for University award

<p style="text-align: center;">Pattern for Theory Examination</p>

Time: Three hours   **Total marks 100**

Q.1. Answer in 20 words   **20**

- Answer any 10 questions out of 13 questions.
- Total Marks (20) Marks 2 X 10 questions.
- In this question, concepts, definitions, terminologies and basic facts of the subject may be asked.

Q.2. Answer in 50 words   **20**
- Answer any 4 questions out of 6 questions.
- Total Marks (20) Marks 5 X 4 questions
- In this questions short and precise answers are expected

Q.3. Answer in detail with 150 words   **30**
- Answer 3 questions out of 5 questions
- Total Marks (30) Marks 10 X 3 questions
- In this question medium size answers, point-wise and precisely should be written

Q.4. Long Essay questions with 300 words   **30**
- Answer 2 question out of 4 questions.
- Total Marks (30) Marks 15 X 2 questions
- For judging creativity and analytical ability.

B.Lib.I.Sc

Number of Lectures

1. Four lectures of 60 minutes per Theory paper per week
2. Four lectures Practical of 60 minutes per paper per week for 100 marks
   For Practical papers each batch shall have 15 students.

Practical Papers

1. Knowledge organization   - 100 marks
   (2 batches x 4 lectures = 8 Lectures)

2. Document description   - 100 marks
   (2 batches   x 4 lectures = 8 Lectures)

3. IT Practical   - 50 marks
   (2 batches x 2 lectures =4 Lectures)

4. Information Sources Practicals   - 50 marks

   (2 batches x 2 lectures= 4 Lectures)